

## **SENIOR GRANTS PROGRAM SPECIALIST**

### **DISTINGUISHING FEATURES**

The fundamental reason the Senior Grants Program Specialist exists is to provide professional level work to plans, implements and reports on operations of at least two major component functions of the City's CDBG, HOME, and Section 8 Programs in the Human Services Division in the Community Services Department. This classification is not supervisory. Work is performed under general supervision by the Community Assistance Manager. The Senior Grants Programs Specialist is distinguished from Grants Program Specialist by the being assigned to at least two major component functions of the CDBG, HOME and Section 8 programs.

### **ESSENTIAL FUNCTIONS**

Plans, implements and reports on operations of at least two major component functions of the CDBG, HOME and Section 8 programs. Principally assigned to either Section 8 or CDBG/HOME. Assigned administrative duties in the in the second federal grant or as the coordinator for services related to the Americans with Disabilities Act, Fair Housing, or grant contract administration.

Coordinates assigned activities with other Housing Agencies, HUD staff, landlords, contractors, clients and non-profit agencies and provides staff support to the Community Assistance Office.

Sets up, maintains and reconciles a variety of client and project files for the Community Development Block Grant (CDBG) program, HOME program, and Section 8 Housing Assistance Program.

Examines contract invoices to ensure accuracy and compliance.

Reviews and recommends approval of payments and changes to funded contracts.

Performs senior level functions of grant program service delivery: client services, case management and contract administration.

Prepares grant applications and performance reports.

Addresses reporting problems with service providers.

Also performs other essential work performed related to specific assignment.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

Program operations and the federal regulations applicable to the administration of assigned programs.

Competency in Microsoft Office and federal program softwares.

Contract administration

Ability to:

Plan, implement and report on assigned program area.

Coordinate activities with other housing agencies, HUD staff, landlords, contractors, clients and non-profit agencies.

Set up, maintain and reconcile client and project files.

Effectively and efficiently examine contract invoices.

Review and recommend approval of payments and contract changes.  
Review and prepare grant applications and performance reports.  
Effectively and efficiently address reporting problems with service providers.  
Operate a personal computer  
Make mathematical calculations.  
Prepare and maintain a variety of spreadsheets, written reports and related correspondence.  
Establish and maintain effective working relationships with co-workers, non-profit subrecipient contractors and the general public.  
Commit to teamwork and have a shared commitment to quality in everyday work.  
Demonstrate the willingness to assume ownership in completion of assigned tasks and work independently.  
Maintain regular consistent attendance and punctuality.

**Education & Experience**

Requires a minimum of two years of college course-work in urban planning, business administration, social work or a related field  
Three years of responsible professional-level experience with federal grants (i.e., CDBG/HOME/Section 8) directly appropriate to the assigned position.

FLSA Status: Exempt

HR Ordinance Status: Unclassified